

Appendix B

Commonwealth of Virginia Database Index Reporting Form											
1.	Public Body Name & Numeric Code:	Dept. of Criminal Justice Services (00140)	4. Point of Contact: George B. Gotschalk								
2.	Database Title:	Law Enforcement Officer Training	5. Phone Number: (804) 786-8001								
3.	Database Acronym:	Training Records	6. Signature & Date: <i>Elizabeth W. Mancano 7/16/98</i>								
<p>7. Database Description and Contents: <i>(Provide a brief narrative summary of the purpose for which the database is maintained in support of the business of state government and a description of the general contents of the database. Indicate known restrictions to public access.)</i></p> <p>By statute, each duly sworn law enforcement officer within the Commonwealth is required to complete mandatory training courses within six (6) months of assuming his/her position within a law enforcement agency. Additionally, every two (2) years thereafter, more required training courses are necessary to continue employment as a sworn officer. This PC data base was developed by DCJS to track training and maintain records for each of these officers, as well as, generate "reminders" to each officer and officer's supervisor of training requirements due. Identifying officer information is maintained, as well as, training course data.</p> <p>The Training Records system is a Microsoft Foxpro 3.0 data base application. It is presently being converted to Microsoft Access 97.</p> <p>Information from the data base may be made available, except where exempted or otherwise restricted by statute.</p> <p>Note: <i>Specific information relating to data fields, record/table layouts, and known restrictions to public access is maintained by the public body. Please contact the point of contact noted in Item 4 for further details.</i></p>											
<p>8. Date of Last Update: July 17, 1998 9. Frequency of Update: <input checked="" type="checkbox"/> Daily, <input type="checkbox"/> Weekly, <input type="checkbox"/> Monthly, Other:</p>											
<p>10. Formats Available and Schedule of Fees: <i>(Provide a description of each format in which the database is made available, and the cost, if any, of each format.)</i></p> <table style="width: 100%; border: none;"> <thead> <tr> <th style="text-align: left; width: 60%;">a. <u>Format</u></th> <th style="text-align: left; width: 40%;">b. <u>Cost</u></th> </tr> </thead> <tbody> <tr> <td>CD Rom of Data Base Tables</td> <td>\$175.00</td> </tr> <tr> <td>Standard Data Base Reports</td> <td>\$5.00 Each</td> </tr> <tr> <td>Ad Hoc Reports</td> <td>\$45 per hour, minimum 1 hour charged</td> </tr> </tbody> </table>				a. <u>Format</u>	b. <u>Cost</u>	CD Rom of Data Base Tables	\$175.00	Standard Data Base Reports	\$5.00 Each	Ad Hoc Reports	\$45 per hour, minimum 1 hour charged
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Send completed form to the Library of Virginia, 800 East Broad Street, Richmond, Virginia 23219-1905 (Attn: Mary Clark).

5/30/97